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Justice Bulletin

Montana Board of Crime Control

Website: www.mbcc.mt.gov

A Publication of the Montana Board of Crime Control 3075 North Montana, PO Box 201408 Helena, MT 59620-1408
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Request for Proposals (RFP)

#06-7(B) SAFE AND DRUG FREE SCHOOLS AND COMMUNITIES ACT

Proposal Deadline: February 3, 2006

Applications must be postmarked, or received by the MBCC no later than **February 3, 2006 at 5 p.m.**

Project Dates: July 1, 2006 to June 30, 2007

I. Introduction

The Montana Board of Crime Control (MBCC) is soliciting proposals for youth-oriented substance abuse and violence prevention to be funded by the Federal Safe and Drug Free Schools and Communities Act (SDFSCA). Approximately \$400,000 will be available during fiscal year 2006-2007.

Safe and Drug Free Schools and Communities grants require an incremental cash or in-kind match. The requirements are addressed in the Match section of this RFP. Tribal governments are not exempt from the match requirement.

The total eligibility period is 12 months depending on availability of federal funds (possible continuation for an additional 36 months depending on availability of federal funds). Applications for continuation funding must be submitted annually (**Note: Because federal funds are not always available immediately following the award date programs should prepare for this contingency.**). SDFSCA subgrantee continuation programs in good standing will be given first priority for funding, however, funding is considered on a year-to-year basis and **is not guaranteed.**

II. Purpose of Grant

The purpose of the funding is to provide communities with funding to implement scientifically based researched youth-oriented drug and violence prevention programs (Promising, Best or Exemplary Programs) that are guided by the principles generally described as the Risk and Protective Factors approach (see application package) to the field of prevention. Projects should demonstrate a linkage to their local education agencies.

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Additionally, in keeping with the guidelines from the U.S. Department of Education and the Montana Office of Public Instruction, programs must follow the **Principles of Effectiveness** in their planning and implementation of project.

Principles of Effectiveness

1. Base programs on a thorough assessment of objective data about drug and violence problems in the schools and communities to be served. Current Prevention Needs Assessment Survey 2004 and/or Montana Youth Risk Behavior Survey 2005, and/or additional data collected through school database.
2. Based on an established set of performance measures. Program design to meet goal and objectives (one goal and no more than three objectives). Ensuring the communities to be served by the program has a safe, orderly, and drug-free learning environment.
3. Basing it on scientifically based research that provides objective evidence that the program will reduce violence and illegal drug use. **Must indicate in the application Executive Summary section if the program being used is a Promising, Best or Exemplary Program.**
4. Be based on an analysis of data reasonably available at the time, of the prevalence of risk factors, including high or increasing rates of reported cases of child abuse and domestic violence; protective factors, buffers, assets; or other variables in school and communities in the local area identified through scientifically based research. See application package. The most current Montana Prevention Needs Assessment (2004) or Montana Youth Risk Behavior Survey (2005) can be used for your area.
5. Include meaningful and ongoing consultation with and input from parents in the development of the application and administration of the program or activity.
6. The program undergo periodic evaluation to assess its progress towards its performance measures indicated in the application related to identified risk factors and protective factors.
7. Use the evaluation results to refine, improve, and strengthen both the program and its evaluation design, and to inform the public.

Priority Projects

Priority to programs and activities that prevent illegal drug use and violence for age's kindergarten through twelfth grades:

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1. Children and youth who are not normally served by State educational agencies or local educational agencies; or
2. Populations that need special services or additional resources (such as youth in juvenile detention facilities, runaway or homeless children and youth, pregnant and parenting teenagers, and school drop-out(s)).

Special Consideration:

Given to subgrantees that pursues a comprehensive approach to drug and violence prevention that includes providing and incorporating mental health services related to drug and violence prevention in their program.

Authorized Activities in addition to the above:

Age appropriate and developmentally based activities.

Activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs.

Disseminating information about drug and violence prevention to schools and communities. Information dissemination must be part of a larger comprehensive program.

Professional development and training for, and involvement of, school personnel, pupil services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.

Alternative education programs or services for violent or drug abusing students that reduce the need for suspension or expulsion or that serve students who have been suspended or expelled from the regular educational settings, including programs or services to assist students to make continued progress toward meeting the State academic achievement standards and to reenter the regular education setting.

Developing and implementing comprehensive, community-based drug and violence prevention programs that link community resources with schools and integrate services involving education, vocational and job skills training and placement, law enforcement, health, mental health, community service mentoring and other appropriate services.

Drug and violence prevention activities.

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Community service, including community service performed by expelled students, and service-learning projects that encourage drug-free and violence-free lifestyles.

Evaluation programs and activities assisted under this Act.

III. Eligibility

Eligible applicants include units of local governments, tribal governments, non-profit organizations, and local educational agencies.

Private Non-Profit Agencies Must Document Their IRS 501-3C Non-Profit Status.

IV. Late Applications

1. New project applications that are received past the due date will not be considered during the current cycle.
2. The first late submittal for continuation project applications will require appearance before Application Review Committee of the Board of Crime Control to request consideration. The second late submittal requires the application be returned and not considered during the current cycle.

V. Match

Cash or In-kind Match

The MBCC adopted a policy that requires that all Safe and Drug Free Schools and Communities Act applicants provide an incremental cash or in-kind match. The table below shows the cash or in-kind matching requirements.

| <u>Year</u> | <u>Local Match</u> | <u>MBCC Funds</u> |
|--------------------|---------------------------|--------------------------|
| First | 10% | 90% |
| Second | 10% | 90% |
| Third | 20% | 80% |
| Fourth | 20% | 80% |

Contact Glenda Grover (444-2085) or Don Merritt (444-2076) if you need assistance in determining your match requirement. Additional assistance may be found under MBCC Subgrant Application Guidelines – Match Local Match

VI. Funding Period

Project period begin July 1, 2006 and conclude on June 30, 2007.

By MBCC policy, recipients of funds may request continuation funding. The maximum

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funding of projects is 48 months depending on federal funds available. Projects going into their second, third or fourth year of operation **must** apply for continuation funding through the normal application process. Applications must be submitted each year as directed by the RFP. Funding in one year **does not guarantee** funding in a subsequent year.

VII. Limitations and Fund Use

Review this list carefully. If you have any questions, call prior to submitting your proposal.

- 1) Purchase of equipment must be integral and necessary for the project.
- 2) Construction, in general, is prohibited.
- 3) Land acquisition is prohibited.
- 4) Supplanting is prohibited.
- 5) Consultant costs must follow the applicable federal grant guidelines, Office of Management and Budget Cost Principles A-122, A-87, or A-21, and state policy.
- 6) Calculating and reimbursing cost for mileage, per diem and lodging cannot exceed state rates. For more information go to www.mt.gov/doa, click on resources, click on travel policy/hotel listings. Call for instructions regarding out-of-state travel.
- 7) Indirect costs are **not** allowed.
- 8) Pre-agreement costs are not allowable.
- 9) Rental costs are limited to fair market value for similar facilities in your locality. Rental rates in excess of this amount will need special approval.
- 10) General salaries and personnel costs are allowable.
- 11) Funds may not be expended or obligated prior to July 1, 2006.
- 12) Purchase or lease of vehicles is **not** permitted. Mileage will be allowed at the current approved state rate.
- 13) Uniform allowances will not be permitted.
- 14) If your agency receives less than \$500,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant. (Agencies receiving \$500,000/yr or more in total federal assistance will be required to have an audit performed in accordance with federal circular A-133. Costs for such an audit should be charged proportionately to all programs being audited.)

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Note: Food and beverage items may be allowable if costs meet these guidelines: 1) the food and beverage are incidental to a work-related event; 2) the costs are documented and reasonable; and 3) food and beverages are not directly related to amusement and/or social events. MBCC will approve such items only if the applicant justifies the expense as a clear benefit to the grant project. **All food and beverage items must receive prior approval from MBCC.**

VIII. Application Requirements

All successful applicants for grant award funds from MBCC must agree to the following:

1. Submit quarterly narrative, data, and financial reports **in the prescribed format according to MBCC time frames.**
2. Report on individual participants served according to prescribed criteria. All projects accepting funds from this source must agree to provide this information. This requirement comes from the **U.S. Department of Education.**

IX. Special Requirements

See sections I through VIII.

X. Uniform Crime Reporting

If the grant is for a law enforcement agency, the law enforcement agency must be reporting Uniform Crime Data to the Board of Crime Control. The crime data must be compliant with the Montana Incident Based Reporting (MTIBR) standards and policy. If an agency is not yet compliant and has plans to become compliant, they may submit a Memorandum of Understanding (MOU) and the Board will decide if the MOU would justify a waiver until the agency becomes compliant. Contact staff if you are unsure of your status. For more information please contact Scott Furois at (406) 444-4298 sfurois@mt.gov.

Juvenile probation offices must participate in the Juvenile Probation Information System (JPIS) which is Assessment.com Screening and Risk Assessment System.

Agencies needing crime data to complete their applications can locate that information at mbcc.state.mt.us

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XI. Selection Process

The staff of the MBCC will conduct an initial screening of the proposal to check for completeness of the application. The fiscal staff and program managers will summarize the grant and technical information.

The Application Review Committee of the Board will review all proposals during their May 2006 meeting. Their recommendations will be provided to each applicant at least 15 days prior to the June 2006 meeting of the Board.

XII. Awards & Appeals

Following the review of the applications by the Application Review Committee, a notice will be sent to the applicant agencies with the recommendation that will be presented to the Board. In the case where the Application Review Committee recommends a grant application for denial, the applicant may, if there are substantive reasons, appeal the recommendation to the full Board. Notice of appeal must be made in writing to the Executive Director of the Board of Crime Control at least 10 days prior to the Board meeting and a representative must appear before the Board at the next meeting.

Board actions are passed on to the successful applicants immediately following the Board meeting.

XIII. Application Procedures

Requesting an Application. Call the main office of the MBCC at (406) 444-3604 and request an Application Kit for RFP #06-7(B). You will be sent an application and application guidelines. You must comply with all instructions in this RFP and in the application kit. You can save mail time by accessing MBCC website at mbcc.state.mt.us and retrieving the application kit and guidelines under the “Applying for Grants” section.

Who to Call for Assistance: If you need assistance in the preparation of the application, or if you have financial questions, please contact the following staff.

| <u>Fiscal</u> | <u>Phone</u> | <u>Program</u> | <u>Phone</u> |
|---------------|--------------|----------------|--------------|
| Glenda Grover | 444-2085 | Patti Jacques | 444-2056 |
| Don Merritt | 444-2076 | | |

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Application Check List: Please refer to this checklist before mailing your application.

- ☐ Face Sheet
- ☐ Executive Summary
- ☐ Project Budget
- ☐ Budget Narrative
- ☐ Project Narrative
- ☐ Special Assurances and Conditions
- ☐ Signature Page
- ☐ Non-Profit Status
- ☐ Position Descriptions

Send one (1) original complete and signed application and seven (7) copies of the complete application on or before February 3, 2006

RETURN APPLICATIONS TO:

**Montana Board of Crime Control
3075 North Montana Ave
PO Box 201408
Helena MT 59620-1408**

Deadline(s). Applications for **RFP #06-7(B) Safe and Drug Free Schools and Communities Act** must be postmarked on, or received by the MBCC on **February 3, 2006 at 5 p.m.** Use certified mail to guarantee receipt.

Interested applicants are strongly advised to adhere closely to all deadlines and requirements. The inability to abide by deadlines is considered to be a significant reason to recommend denial of the application.

Receipt Verification. All applicants will be informed in writing that their application has been received and will be assigned a grant number and contact person from MBCC.

Alternative accessible formats of this document will be provided upon request. Persons with disabilities who require this material in another format in order to participate in the Request for Proposal process should contact MBCC, 3075 N. Montana, PO Box 201408 Helena, MT 59620-1408. Phone (406) 444-3604 FAX (406) 444-4722 TTY (406) 444-7099.

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| <u>Communities That Care</u> | | | | | |
|--|-------------------------------------|-------------|----------------|-----------------|----------|
| Risk Factors | Adolescent Problem Behaviors | | | | |
| | Substance Abuse | Delinquency | Teen Pregnancy | School Drop-Out | Violence |
| Community | | | | | |
| Availability of drugs | • | | | | • |
| Availability of firearms | | • | | | • |
| Community laws and norms favorable toward drug use, firearms and crime | • | • | | | • |
| Media portrayals of violence | | | | | • |
| Transitions and mobility | • | • | | • | |
| Low neighborhood attachment and community disorganization | • | • | | | • |
| Extreme economic deprivation | • | • | • | • | • |
| Family | | | | | |
| Family history of the problem behavior | • | • | • | • | • |
| Family management problems | • | • | • | • | • |
| Family conflict | • | • | • | • | • |
| Favorable parental attitudes and involvement in the problem behavior | • | • | | | • |
| School | | | | | |
| Academic failure beginning in late elementary school | • | • | • | • | • |
| Lack of commitment to school | • | • | • | • | • |
| Peer and Individual | | | | | |
| Early and persistent antisocial behavior | • | • | • | • | • |
| Rebelliousness | • | • | | • | |
| Friends who engage in the problem behavior | • | • | • | • | • |
| Gang involvement | • | • | | | • |
| Favorable attitudes toward the problem behavior | • | • | • | • | |
| Early initiation of the problem behavior | • | • | • | • | • |
| Constitutional factors | • | • | | | • |

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Protective Factors.....

.....are conditions that buffer young people from exposure to risk, by either reducing the impact of the risk or changing the way the young person responds to risk. Protective factors promote positive youth development.

Protective Factors

Healthy Beliefs and Clear Standards

- Communicating and Modeling of Healthy Behaviors
- High Expectations for Success
- Clear Rules and Boundaries

Bonding

- Attachment and Commitment to:
 - Family
 - School
 - Peers
 - Community

Individual Characteristics

- Resilient Temperament
- Intelligence
- Positive Social Orientation
- Gender

Protective Factors

Protective Factors Are...

- ❖ Research-based
- ❖ In all areas of influence
- ❖ Measurable
- ❖ Predictive of positive youth development
- ❖ Throughout the developmental continuum
- ❖ Influenced in both formal and informal contexts

Protective Factor Measures

- ❖ Community Opportunities for Prosocial Involvement
- ❖ Community Rewards for Prosocial Involvement
- ❖ Family Attachment
- ❖ Family Opportunities for Prosocial Involvement
- ❖ Family Rewards for Prosocial Involvement
- ❖ Religiosity
- ❖ Social Skills
- ❖ Belief in the Moral Order
- ❖ School Opportunities for Prosocial Involvement
- ❖ School Rewards for Prosocial Involvement